



## ***PRIVACY ACT RECORDS REQUEST***

The Privacy Act applies to any item, collection or grouping of information about a United States Citizen or lawfully admitted permanent resident that is retrieved by using the person's name, social security number, or another personal identifier. The Privacy Act applies to any item, collection or grouping of information about a United States Citizen or lawfully admitted permanent resident that is retrieved by using the person's name, social security number, or another personal identifier. The Privacy Act may apply to personal information stored in computers as well as maintained in paper files. The Privacy Act applies to records maintained by the Executive Branch of the Federal Government. It also applies to general contractors in limited circumstances when the contractor is performing an agency function.

### **INDIVIDUAL ACCESS TO AND CORRECTION OF RECORDS:**

The U.S. Department of Energy (DOE) and other Federal Government agencies must allow individuals to gain access to records about themselves, including Government employees. Individuals must also be permitted an opportunity to correct or amend records pertaining to themselves. These individual requests for access and amendment must be made in writing and, when received, are immediately forwarded to a DOE Privacy Act Officer for proper handling. Individual requests for access and amendment must be made in writing to the Privacy Act Officer.

### **RIGHTS AND RESPONSIBILITIES:**

DOE will maintain in its records only such information about an individual as is relevant and necessary to accomplish a purpose DOE is required to accomplish by statute or by Executive Order of the President.

Each DOE Environmental Management Consolidated Business Center (EMCBC) employee/contractor has a responsibility to safeguard individuals against an invasion of their personal privacy. Administrative, technical, and physical safeguards are required for records. It is the EMCBC's policy that employees/contractors who handle records must adhere to rules of conduct to protect information from the possibility of unwarranted disclosure or access by unauthorized persons. Access to personal information of employees is restricted to those individuals who have a need for the information to perform their duties for the Agency. The importance of this responsibility is evident from the penalties imposed by the PA on individuals who violate certain sections of the law.

### **HOW DO I MAKE A PRIVACY ACT REQUEST?**

Requests must be made in writing by contacting the Privacy Act Office at the

U.S. Department of Energy  
EM Consolidated Business Center, 250 E. Fifth Street, Suite 500, Cincinnati, OH 45202  
Fax: (513) 246-0522 e-mail:martrice.glover@emcbc.doe.gov